

# **VOLUNTEER PROCESS**

**Employee Information  
(Losing Site)**

# **VOLUNTEER PROCESS (VP)**

**ALL EMPLOYEES ARE HIGHLY ENCOURAGED TO PARTICIPATE**

- **VOLUNTEERS**
  - **Employee's Identified Job Choices Considered**
  - **Increases Placement Opportunities**
- **NON VOLUNTEERS**
  - **May Be Subject to Management Directed Reassignment (MDR)**
  - **Limited Placement Opportunities**

# **IF YOU DON'T VOLUNTEER...**

- **Eligible:**

- **Voluntary Early Retirement Authority (VERA)**
- **Voluntary Separation Incentive Pay (VSIP)**
- **PPP Registration**
- **TRADOC Mandatory Surplus Placement Program**
- **Reduction In Force Participation**

# IF YOU DON'T VOLUNTEER...

- **May Be Subject To MDR After The VP (Penalty For Declining)**
- **May Receive In Lieu Of RIF Offer (in/outside Commuting Area)**
- **HR Services**
  - **Outplacement & Resume Preparation Assistance**
  - **Transition Briefings**
  - **Individual Counseling**

# IF YOU VOLUNTEER...

## ACCEPT JOB OFFER:

- **Ineligible For:**
  - Voluntary Early Retirement Authority (VERA)
  - Voluntary Separation Incentive Pay (VSIP)
  - Priority Placement Program Registration
  - Reduction in Force Participation
- **Must Sign Agreement To Move; (Penalty for Declining)**
- **Full PCS & DNRP**
- **Reporting Dates**
  - Based on Mission Needs

# IF YOU VOLUNTEER

## **DECLINE JOB OFFER:**

- **Remain In Current Position Unless Otherwise Placed**
- **Participate In RIF When Position Becomes Excess**
- **Eligible To Apply For Voluntary Separation Incentive Pay**
- **Ineligible For Early PPP Registration**
- **If Eligible For Severance Pay, Mandatory PPP Registrant In Commuting Area Upon Receipt Of RIF Separation Notice**
- **Subject to MDR To MCOE After The VP; (Penalty For Declining)**

# **IF YOU VOLUNTEER**

## **Initially Accept & Later Decline Job Offer:**

- Separated Under Adverse Action Procedures**
- Ineligible For**
  - Voluntary Separation Incentive Pay**
  - PPP Registration**
  - TRADOC Mandatory Surplus Placement Program**

# EXAMPLE 1

**Sammy Shell - Assigned to Fort X. He did not volunteer to relocate to a Center of Excellence at Fort Y. Tentative RIF date is Sep 10. He is seeking other employment. What happens to Sammy?**

- **He will continue to perform assigned duties**
  - **At Fort X until RIF date or by TDY to Fort Y subject to mission requirements**
  - **Or Be Detailed to other jobs**
- **He may register in DOD approved early PPP (Commanders Discretion)**
- **He remains on the rolls until the RIF date**
- **He pursues continued Federal employment**



# EXAMPLE 2

**Sally Simmons - Assigned to Fort X. Did not volunteer to move to the COE at Fort Y. Tentative RIF date is Sep 10. Sally wants to retire, but will not be eligible until Feb 11. What happens to Sally?**

- **She could apply for VERA/VSIP during the open window. She would be subject to the management imposed separation date.**
- **With Mgmt approval she may remain on rolls until she reaches voluntary retirement eligibility.**
- **She may be detailed to other work subject to mission requirements or be required to go TDY to Fort Y when needed until her separation date.**

# EXAMPLE 3

**Susie Stevens - Works at Fort X. She volunteers, receives, and accepts final job offer at COE, Fort Y which is scheduled to move Feb 2010. Susie changes her mind and applies for a position with the State Dept in Washington DC in Apr 2009. What happens if Susie accepts the position with State Dept?**

- **Susie leaves Fort X for her new position w/State Dept subject to normal employee release procedures**
- **If Susie already had PCS orders for COE, Fort Y AND spent COE money, e.g., house hunting, Susie will be required to reimburse the COE money. Susie will still report to State Dept on the agreed upon release date.**

# EXAMPLE 4

**Sarah Snyder - Works at Fort X. She volunteers and receives a job offer to Fort Y. Sarah DECLINES the job offer. What happens to Sarah?**

- **She is ineligible for early PPP registration**
- **If eligible for severance pay, she is a mandatory registrant in PPP in the commuting area when the RIF notice is issued**
- **She is ineligible for VSIP**
- **She is separated through RIF procedures if**
  - **not placed through PPP**
  - **does not find a job on her own**
  - **does not retire (voluntary or DSR)**
  - **does not resign**

# EXAMPLE 5

**Stanley Steamer - Employee at For X. He volunteers, receives, and ACCEPTS a firm job offer at COE, Fort Y, signs mandatory relocation agreement. When DIRECTED to relocate in Sept 10, Stanley DECLINES. What happens to Stanley?**

- **He is ineligible for RIF placement**
- **He is ineligible for VERA**
- **He is ineligible for VSIP**
- **He is ineligible for PPP/MSPP**
- **He receives notice of proposed separation under adverse action procedures. He is involuntarily separated from Federal Service (unless he finds his own continuing employment, retires, or resigns)**

# Personal BRAC Preparation

- **STAY INFORMED**
- **DEVELOP A PERSONAL TRANSITION PLAN**
- **MAINTAIN OPEN COMMUNICATION LINES**
- **KEEP YOUR FAMILY MEMBERS INFORMED**
- **GET STARTED NOW**

# **Preparing for BRAC**

## **STAY INFORMED**

- **Get Informed and Stay Informed**
- **Attend All Townhall Sessions**
- **Visit <http://www.cpms.osd.mil/brac>**
- **Visit Your Local CPAC Office and CPAC websites**
- **Attend Retirement Seminars**
- **Keep Family Members Informed**

# Preparing for BRAC

## DEVELOP A PERSONAL TRANSITION PLAN

### FEDERAL CAREER CONTINUATION PLAN

- Explore Job Opportunities, Retraining, & Outplacement Assistance Programs
- Develop A Checklist Of Program, Benefits & Eligibility Requirements
- Determine What Action is Required of You
- Update Your Resume
- Enroll In Government Sponsored Placement Programs ASAP
- APPLY For Other Federal Job Opportunities

### VOLUNTARY SEPARATION FROM FEDERAL SERVICE PLAN

- Explore Retirement Eligibility Options
- Determine Financial Readiness
- Request Retirement Calculation <https://www.abc.army.mil/>
- Explore Separation Incentive Programs

# **Preparing for BRAC**

## **MAINTAIN OPEN COMMUNICATION LINES**

- **DISCUSS JOB STATUS WITH LEADERSHIP**
- **ATTEND CPAC BRIEFS**
  - **BENEFITS**
  - **ENTITLEMENTS**
  - **RIF**



# **Preparing for BRAC**

## **KEEP YOUR FAMILY MEMBERS INFORMED**

### **ENCOURAGE FAMILY MEMBERS TO**

- Attend Town Hall Briefings**
- Attend Retirement Seminars**
- Explore Quality of Life Websites**
- Visit Fort Benning Region**

# **Preparing for BRAC**

## **GET STARTED NOW!!**

- **Research Local Area Employment Opportunities**
- **Assess/Improve Personal Marketability For**
  - **Federal Employment**
  - **Non Federal Employment**
- **Conduct Salary Comparisons**
  - **Federal Salary vs Non Federal Salary**
  - **Federal Salary vs Retirement Income**

**QUESTIONS?**